Montana CRT-Alternate Assessment Enrollment Verification Instructions

Website address: http://iservices.measuredprogress.org

1. Welcome to online Client Services – Select "**Montana Alternate Assessment**" from the drop-down list and click "**Enter**".

2. Select **"Enrollment Verification"**.

3. Click **"MT Alt Enrollment Verification Fall 2006"**.

4. a. Select your **System** from the drop down menu.
   b. Enter your 4-digit System Code in the **Password** field and click **"Login"**. (Your System Code is the number that follows Ss: in the Directory of Montana Schools.)

5. Click on "**Verify**", next to your system name.

6. Enter your contact information. Fields with an asterisk are mandatory.

   Then click "Next" to review your system information. If the information is correct, Click "Submit", if it needs to be updated, click on Edit System Information.

7. Once you have verified your system information, please verify the total CRT-Alt enrollment per grade for the schools in your system by following the verification process outlined in step 8.

8. **Enrollment Verification**
   - Click **"verify"** next to the name of the first school in your system.
     - If no students in the school will participate in the CRT-Alt, click the button marked **"submit"**.
     - If there are students participating in the CRT Alt click on **"Edit Enrollment Verification"**, indicate the number of students per grade who will be participating, click next to return to the previous screen, and then click submit.
   - Click **"verify"** next to the name of the next school in your system and repeat the verification process.

9. When you have verified all of the schools within your system, click **"exit"**.

**If you have questions or problems with the website,
contact Niki Carr at Measured Progress:**
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